

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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ACA 4-4167 P&P ACA 3D-11, 3D-13	SPACE MANAGEMENT PROGRAM	
	2.4	2
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I. DEFINITIONS

None.

II. POLICY and PROCEDURES

The Deputy Commissioner of Community Services, the Director of Probation and Parole and all Probation and Parole District Supervisors, shall review, at least annually, the overall space requirements of Community Services and Local Facilities regarding:

- A. Renewal of present leases for an additional period of time;
- B. Movement of offices to more suitable locations; and
- C. Consolidation of offices if appropriate.

As plans are developed by Community Services and Local Facilities, they shall be forwarded to the Division of Administrative Services for review and submission to the Department of Finance and Administration's Division of Properties.

All space needs for budget units other than Community Services and Local Facilities shall be coordinated by the Division of Administrative Services which shall make whatever requests are necessary to the Finance and Administration Cabinet's Division of Properties.

- D. The utilization and management of space requirements for Community Services and Local Facilities shall be handled in the following manner:
 - 1. The Director of Probation and Parole shall prepare an annual written report to the Deputy Commissioner of Community Services regarding office or unit space requirements for the subsequent year. This report shall include a review of the use of existing space, its suitability as a field office location, and any recommendations for continued usage, movement of offices, or consolidation of offices.

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2. As changes are required in space utilization, the following procedures shall be followed:
 - a. A written request for adjustment shall be submitted by the Director of Probation and Parole to the Deputy Commissioner;
 - b. If approved by the Deputy Commissioner, the request shall be submitted to the Director of the Division of Administrative Services who shall review the request for fiscal impact, in consultation with the Deputy Commissioner;
 - c. If found acceptable, the request shall be forwarded to the Department of Finance and Administration's Division of Properties which shall locate space acceptable to Corrections.

- E. For any other budget unit besides Community Services and Local Facilities, a request for change in present space shall be made to the Director of the Division of Administrative Services for review. If he approves the request, the request shall be forwarded to the Finance and Administration Cabinet's Division of Properties which shall give the final approval.